UNITED
NATIONS

ST

Secretariat

ST/IC/1994/36
11 August 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: WORKING HOURS*

1. From Tuesday, 20 September 1994, until the last day of the forty-ninth session of the General Assembly, the normal working hours at Headquarters will be 9.30 a.m. to 6 p.m., as provided in staff rule 101.2 (a).

2. Heads of department or office may authorize an alternative schedule of 9 a.m. to 5.30 p.m. for staff of their department or office, or of any major division, if this is more suitable to meet the needs of that particular service. Essential services must be maintained at all times to fulfil the meeting requirements of the General Assembly.

3. From the day following the last day of the forty-ninth session of the General Assembly, the normal working hours will be 9 a.m. to 5 p.m. or 9.30 a.m. to 5.30 p.m., as the case may be, until further notice.

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* Personnel Manual index No. 1230.

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